



**FEDERAL JOB OPPORTUNITY BULLETIN
RAMSTEIN AB CIVILIAN PERSONNEL OFFICE**

POSITION: Child Development Program Clerk (OA), GS-0303-04	ANNOUNCEMENT NUMBER: BM-04JUL973068
AGENCY: Department Of The Air Force	OPENING DATE: 13 October 2004
ORGANIZATION: 435 SVS/SVY	CLOSING DATE: 19 October 2004
DUTY LOCATION: Ramstein AB, Germany	RECRUITMENT CATEGORIES: 1
AREA OF CONSIDERATION: Commuting Area	SALARY: \$21,518 PA (Step 1)-\$27,971 PA (Step 10)

DESCRIPTION OF DUTIES: The primary purpose of this position is to carry out the daily operation and perform assigned tasks of the front desk of the child development center. Prepares a wide variety of recurring and nonrecurring correspondence, reports, and other documents. Receives/makes telephone calls and greets visitors. Establishes, updates, monitors, and maintains office records of various types. Uses varied functions of multiple office automation software to produce a wide range of documents, formats, etc.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S):

1. Knowledge of office functions to screen telephone calls and visitors, prepare and review correspondence, and perform other administrative work of the organization.
2. Knowledge of automated and/or physical filing systems and procedures and the subject matter content of the materials being processed.
3. Knowledge of format of clerical procedures to arrange a variety of material from different sources.
4. Knowledge of child development center programs and procedures.
5. Skill in typing, a qualified typist is required (40 WPM).
6. Ability to locate, assemble, and compose information for routine reports, inquiries, and non-technical correspondence.
7. Ability to communicate effectively, both orally and in writing, using tact and courtesy.
8. Ability to plan, organize work, and meet deadlines.
9. Ability to lead employees in the accomplishment of work assignments.

OTHER SIGNIFICANT FACTS: Position/employee is subject to background checks in accordance with Public Law (PL) 101-647. Position/employee is subject to obtaining and maintaining training, to include infant/child CPR, first aid, and various child development-training modules. Position is subject to work an uncommon tour of duty.

QUALIFICATION REQUIREMENTS: Applicants are evaluated based upon qualification requirements published by the Office of Personnel Management (OPM) Qualification Standard for General Schedule. One (1) year of progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position being filled.

EDUCATION SUBSTITUTION: Two (2) years above high school.

COMBINING EDUCATION AND EXPERIENCE: Office of Personnel Management Qualification standards provides for combination of successfully completed education and experience to meet total qualification requirements for this position.

Individuals hired locally will not normally be authorized Living Quarters Allowance (LQA). On positions identified as Hard-to-Fill or ones usually filled by recruitment from the US, a determination will be made by the Allowances Section of the Civilian Personnel Office at time of tentative selection whether a local hire selectee meets personal eligibility requirements for LQA IAW Department of State Standardized Regulations and USAFE Policy.

REQUIRED APPLICATION FORMS: Please refer to the Ramstein Application Packet provided in the Civilian Personnel Office room 123 or to the web site at www.ramstein.af.mil/435mss/cpo.

Incomplete applications will not be considered.

HOW TO APPLY: Applications must be turned in to the Ramstein CPO, Bldg 2120, Room 123 between 0800 and 1600, Monday through Friday by the closing date of the announcement OR mailed to 435 MSS/ DPCS, UNIT 3220 BOX 365, APO AE 09094-0365 and RECEIVED by the closing date of the announcement.

POINT OF CONTACT: Customer Service Counter, DSN 480-7092 or commercial 06371-47-7092.

PLEASE SEE REVERSE